

1. Go to www.voicethread.com

Click on Register



Complete the form below and select Register at the bottom of the form.

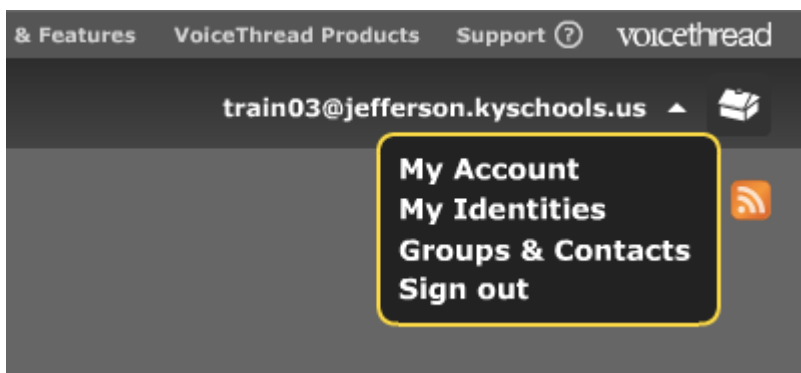
A screenshot of the 'Register a new account' form. It includes input fields for First Name, Last Name, Email, re-enter Email, Password, and re-enter Password. Below these is a CAPTCHA section with the words 'rough' and 'blow' and a text box to type them. At the bottom, there is a 'Register' button and a link to the 'Terms of Use'.

Create your Profile and Identity

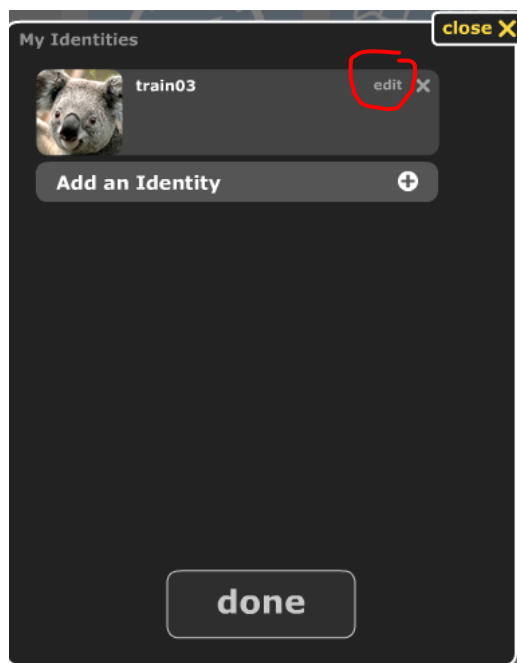
To insert a picture for your profile, click on My Voice.



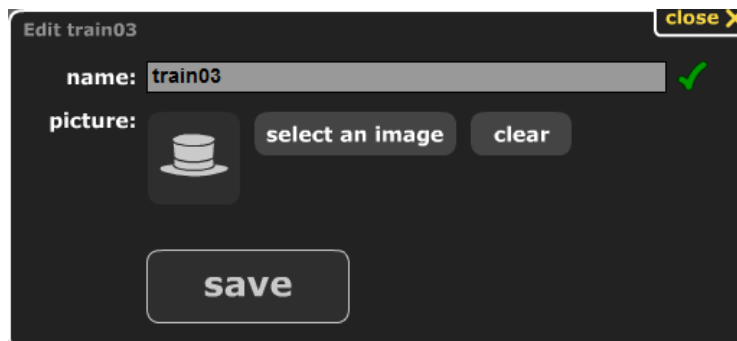
Click on the dropdown arrow to the right of your e-mail address and select **My Identities**.



Select the edit button to the right of your user name.



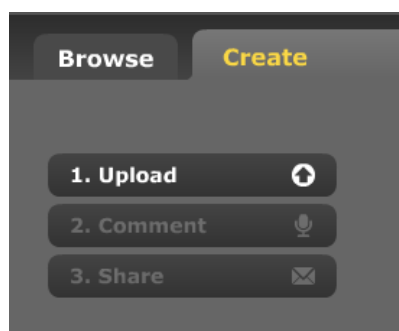
Click Select an image then browse for the image you want to represent you in the VoiceThread. Click Save when you are finished then Close.



Select your Media

Now you are ready to create some content.

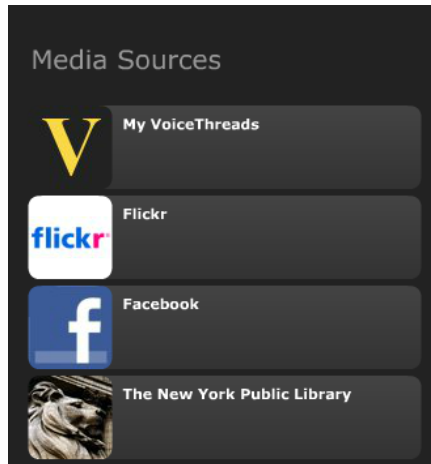
Select the **Create** Tab then click on the **Upload** button. From here you can upload content from your computer.



For additional resources to select from, click on **Media Sources**.

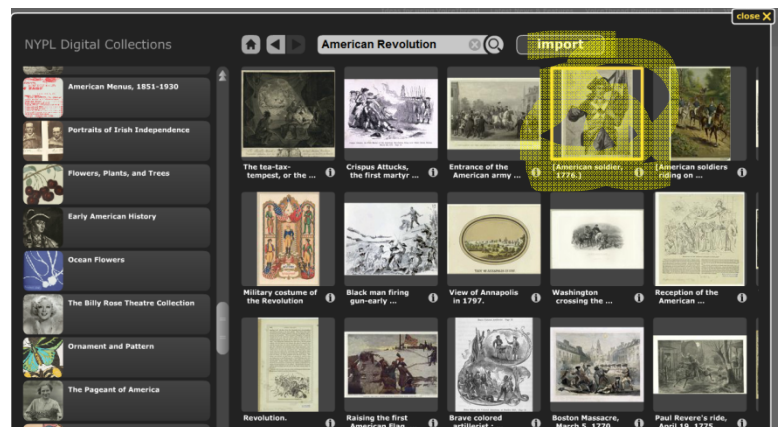
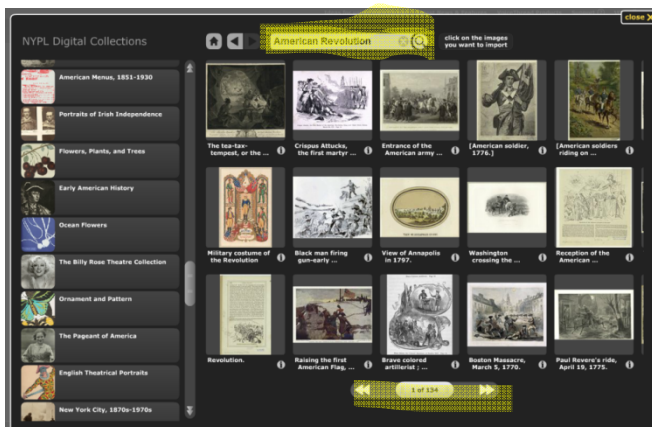
In this example, I have selected The New York Public Library.

To see the images that are available, click on Get Digital Gallery images or the back arrow next to the home button.



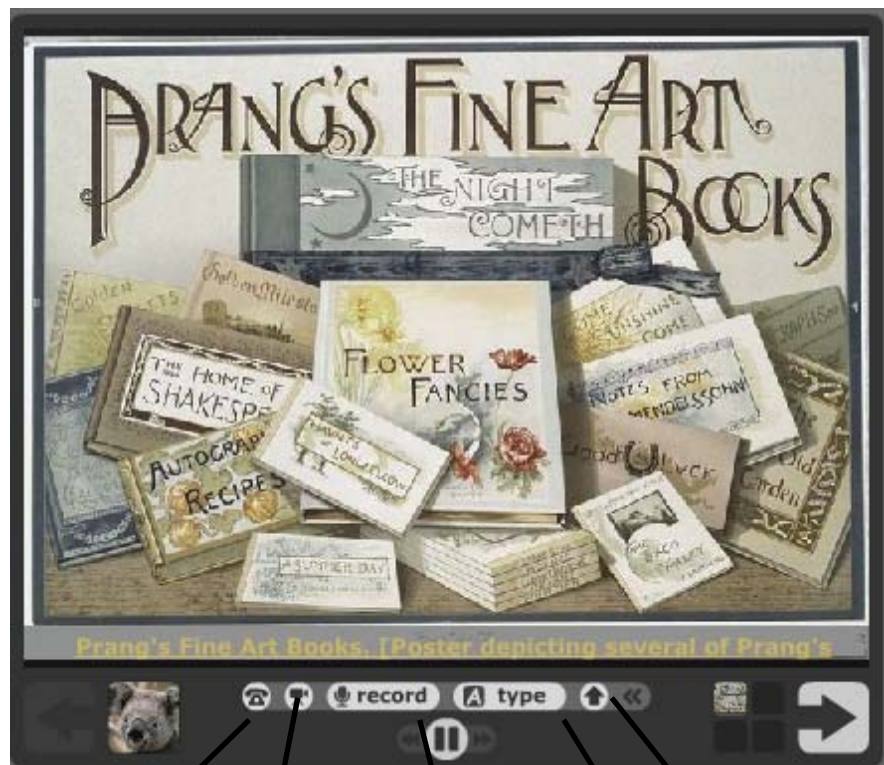
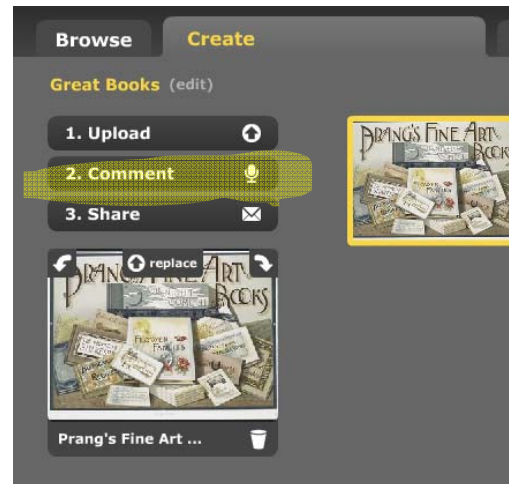
You can search for an image then scroll through the selection.

Select the image you want then click the Import button. When you finished importing click the Close button.



Comments

You may comments to your slide(s) by clicking on the comment button.



Record a voice. Free accounts are limited to 3 minutes.

Use your Web cam to record your comment.

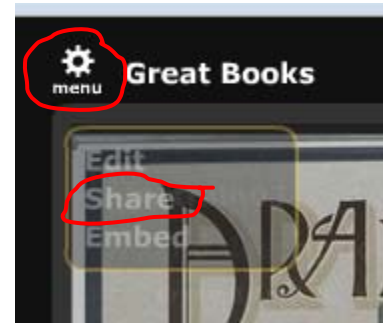
Insert a comment with your built in or external microphone.

This feature is only available with PRO Accounts. It will allow you to upload .mp3

Type a Comment

Share

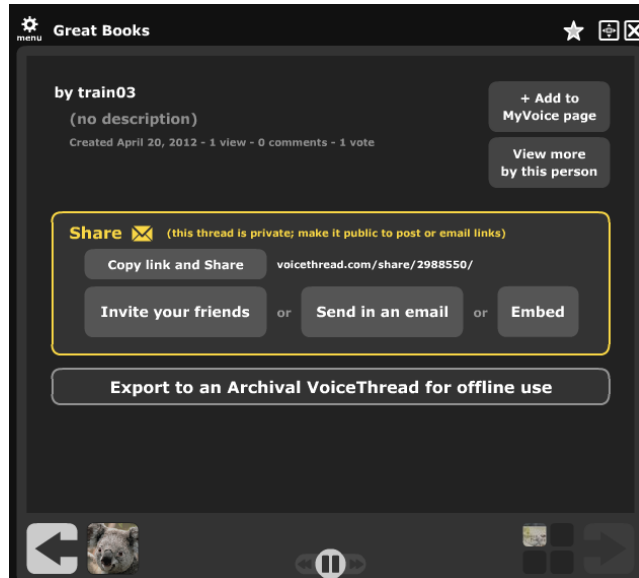
There are multiple ways to Share your VoiceThread. This handout will review one way.



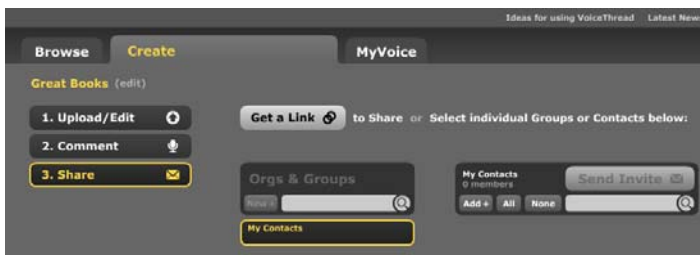
From this screen you can also:

- Send the link in an e-mail
- Copy the link to share or post
- Embed the link into a Webpage.

To invite your friends or others to see the VT, select **Invite your friends**.



Select the **Add** button and type in the e-mail address on the next screen then select **add**.



Add a Contact close X

email: ✓

name: ✓

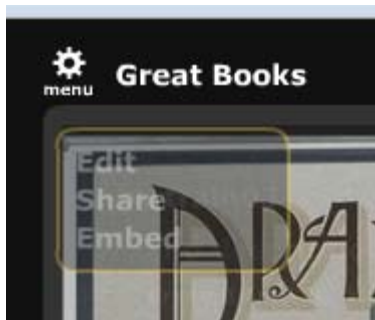
tags:

Enter tag words like: 'family', 'school' or 'team'.
This allows you to group friends for searching.

add

Publishing your Voice Thread

From the menu select **Edit**

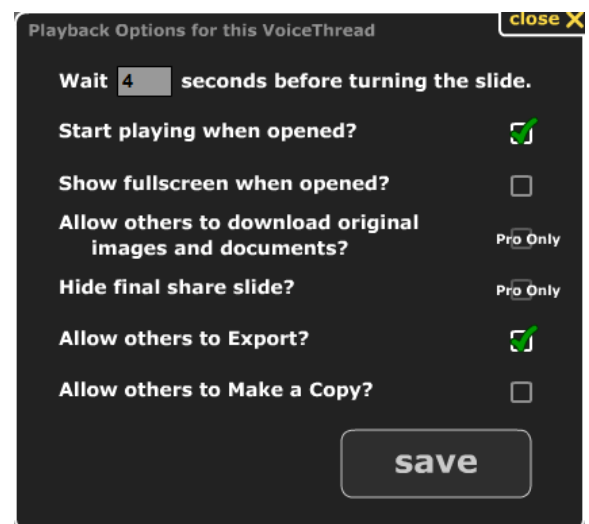


Let's look at the Playback Options First.

You can set the seconds for the slide by typing it in the box.

Put a check in the box for the items you want to occur when you VoiceThread is played back.

Click **SAVE**



Looking at the Publishing Options

From this screen, you can set options for viewing and comments.

Just put a check in the box next to the option you want.

Click Save

Publishing Options for this VoiceThread close X

Allow anyone to View?

☐

Allow anyone to Comment?

☐

Moderate Comments?

☐

Show on Browse page?

☐

This VoiceThread is currently private, so only the 1 person you invited can see it, but no one else can make comments. You are the only person who can edit this VoiceThread.

save

Additional editing features:

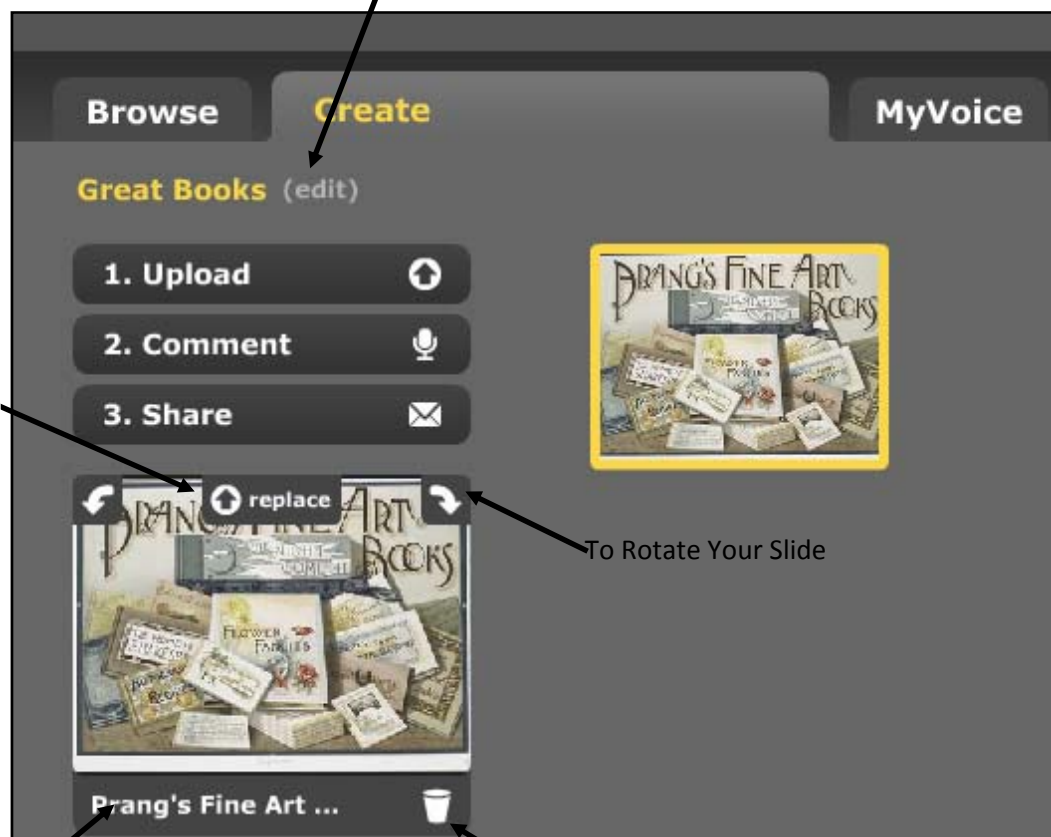
Click here to edit the title of your VoiceThread.

To Replace Your Slide

To Rotate Your Slide

Name Your Slide

Delete Your Slide





Select the menu icon



This Screen will allow you to:

- Delete the VoiceThread
- Make A Copy
- Share the VoiceThread
- Edit the Voice thread'

If you have additional questions or want to know more, click on the **Support** button in the top right corner then select the Resource Tab.

